**Instructions for Coordinating a Virtual**

**Extemporaneous Public Speaking Contest**

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Basic Considerations

* The virtual contest will be conducted using Zoom.
* Email will be the primary method of communication for judges, advisors, and contestants.
* Contestants need to be in official dress when competing in the contest.
* Contestants can choose to either sit or stand in order to give their speech, as long as they are within the Zoom frame. Standing is the preferred method of presentation.
* Students may have up to 5 resources that meet curricular code standards.
* Students may use 3x5 cards as a resource during the contest if needed.
* Contestants are not allowed to leave the Zoom frame once they enter the Contest Zoom meeting.

Responsibilities Prior to the Event:

* The host will need to have a Zoom account with access to breakout rooms. Check with your district to see if there are any settings that would prevent you from hosting others from outside of your district.
  + If you need a Zoom account with breakout rooms please contact your Regional Supervisor.
* Create a spreadsheet to email to chapters in your section to pre-register students one month prior to the contest.
  + Set a deadline to stop registration 2 weeks prior to your contest to ensure you have the correct number of judges.
  + The spreadsheet should have tabs for each speaking contest that asks for contestants name, phone number and personal email, along with their advisor email, cell number, and name.  **Request that personal email addresses are used and not school email addresses.** This lessens the chance of emails being bounced.
* Secure Judges and Room Hosts/Timekeeper for each breakout room.
  + You will need a minimum of 3 judges and 1 room host/timekeeper per competition room and one room host for each writing room.
    - The Room Host can be an Ag Teacher with students who do not compete in the contest (if possible).
    - The Room Host will not judge the contest.
  + Collect names and email addresses for each judge and room host.
  + Email each judge and room host the following information:
    - Contest rules and instructions
    - Zoom Link and Password
    - Scorecards for Judges
      * Host decides the scoring method.
        + Electronic Google Form Link or PDF print and scan
    - Topic Randomizer Program for the Room Host
      * Link will be provided by your regional supervisor
* Send emails to Contestants and Advisors one week prior and two days prior to the contest.
  + Sample emails provided in the Appendix
* Email Regional Supervisor for the links to the Topic Randomizer for all rounds. It will only be shared with the Contest Hosts for each breakout room on the day of the contest.

Digital Platform & Organization:

* Semi-Final round occurs in the morning and Finals round occurs in the afternoon.
* Sample schedule:

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| SEMI-FINAL ROUND SCHEDULE:  Judge Orientation – 8:15 am Student Orientation – 8:30 am  First writing starts at 8:45 am  Semi-Final Rounds Start – 9:15 am  Finalists Announced (via email) – 11:30 am | FINAL ROUND SCHEDULE:  Judge Orientation – 2:00 pm Final Round Starts – 2:30 pm  Award Announcement (Zoom) – 4:30 pm |

* Breakout rooms will be set up for each of the groups. A contest will be divided into groups based on size.
* Example # 1: for a contest with 12 participants, we use 2 breakout rooms “A”and “B” which each have 6 students assigned. The judges in each breakout room will select their top 3 students to advance to the final round. Final round will have 6 participants.
* Example #2: for a contest with 24 participants, we use 3 breakout rooms “A”, “B” and “C” which each have 8 students assigned. The judges in each breakout room will select their top 2 students to advance to the final round. Final round will have 6 participants.
* Three judges are needed for each breakout room and one Room Host. It is suggested to have three brand new judges for the final round. The room host will introduce the speaker, their topic, and keep time of the speech. They will relay any deductions to the judges after the speaker has left the room.
* One room host is needed for each writing room. You should have a separate writing room for each speaking room.
* Students will be assigned a writing and speaking time. They will be instructed to show up 10 minutes prior to their writing time and be in the “waiting room” until the contest moderator allows them into the appropriate breakout room. During this time, the moderator will check to make sure the contestants microphone and sound is working.
* Once allowed into the breakout room, the Room Host will assist the student in drawing their topics using the topic randomizer program. The link to the randomizer program will be provided by the Regional Supervisor prior to the Section Contest.
  + Local Contest Resource: <https://flippity.net/-> Topic Randomizer
* Three topics will be selected at random, and the candidate will have up to 60 seconds to choose their one topic from the three choices selected. The room host in the writing room will relay the topic to the speaking room host for each contestant.
* Once a student selects their topic, they must remain in the camera frame for the duration of their thirty-minute preparation time. If they leave the screen view, they will be disqualified.
* Only judges and contestants will be able to participate in the judging room. No other spectators, advisors, or parents will be allowed.
* Speeches will not be recorded.

Zoom Tips:

* Enable the waiting room in your settings before starting the meeting.
* Make the Room Host Co-Host so they can share their screen in the breakout rooms to use the randomizer app for the contestants topic selection.
* Make sure students change their names on their screens to represent their name and chapter.
* Do not remove any students from the zoom. If they accidentally add to Zoom, put them back into the waiting room. If you remove the contestant from the meeting, they cannot join the same zoom meeting again as it will think they were spammed.
* Name your breakout rooms to allow for better organization.

Additional Tips:

* Start the first writing time period at 8:45 AM, then schedule the next writing periods 15 minute time slots for each contestant. This will allows time for judges to score, wifi connection issues and moving contestants in and out of the judging rooms.
* Have the Room Host text the Speaking Host the topics drawn.
* Judges orientation must be mandatory
  + Make sure you stress the importance of them scoring as they go and using the time between to score. Very important!